

FEDERAL ACQUISITION INSTITUTE



FAITAS 2.0 | FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM

QUICK START GUIDE



www.fai.gov


Version 1.0

PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

FAITAS 2.0 QUICK START GUIDE

The new Federal Acquisition Institute Training Application System (FAITAS 2.0) is the avenue for all federal civilian agency employees to electronically submit applications for resident, web offerings, or continuous learning training courses. FAITAS 2.0 **monitors** and **manages** workforce certification requirements and **provides access** to Federal Acquisition Institute Defense Acquisition University (DAU) training that includes **classroom**, **online learning**, and continuous learning courses. In this guide you'll find quick tips on how to navigate your FAITAS 2.0 dashboard, set-up your profile, and find and register for training. For further information visit the Federal Acquisition Institute website at www.fai.gov.

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 **FAITAS** FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM v.2

[www.fai.gov](#)

[My Status](#) [Manage Career](#) [Help](#) [Logout](#) [Not ED Person?](#)

Dashboard

1

Course Title	Status	Start Date	End Date
CLM 003 - ETHICS TRAINING FOR AT&L WORKFORCE	Reservation	Oct 1 2010	Sep 28 2011

[Apply For Training](#)

4

Announcements

New Course Submission

There is a new Advocacy course.

5

Transcript Summary

Position Data

Job Title: Counselor

Career Field: Not Specified

Job Series: 1701

- 1

DASHBOARD

The Dashboard is your homepage. The number of widgets or components that you see on the Dashboard depends on your role.
- 2

MAIN MENU

The FAITAS main menu contains a horizontal navigation bar across the top with various tabs. Here, you can edit your account and profile, request or edit training requests, and access the FAITAS 2.0 User Guide and FAQs.
- 3

FAI.GOV LINK

FAI link will take you to learn more about the Federal Acquisition Institute.
- Dashboard Widgets
- 4

MY CURRENT CLASS LIST

My Current Class List lists the status of any course you have requested and the Apply for Training link.
- 5

ANNOUNCEMENTS

Announcements about the system. System administrators and registrars manage announcements.
- 6

TRANSCRIPT SUMMARY

Transcript Summary for any course that you have completed. If you have not yet completed any courses, your current job title, career field, and job series information from your Employee Profile will be listed.

FAITAS 2.0 QUICK START GUIDE

REGISTER FOR FIRST TIME USERS

If you are a first-time user of FAITAS 2.0, follow these steps to register.

- 1 | To start the registration process go to this link in your browser www.atrrs.army.mil/faitas. The FAITAS 2.0 login screen opens.
- 2 | Click the **Register Here** link and provide your .mil or .gov email address when prompted. A confirmation email will be sent to your email account.
- 3 | Use the link from the confirmation email to continue registration. The confirmation email also contains a **confirmation code** and **password** information.

LOG IN AS AN EMPLOYEE

Using the Federal Acquisition Institute Training Application System (FAITAS 2.0) requires an email address and password.

- 1 | To login, go to the FAITAS 2.0 link in your browser www.atrrs.army.mil/faitas.
- 2 | Enter your **email address** and **password**.
- 3 | Select the **Login** button. If you forgot your password, click the **Forgot Your Password** link to receive additional instructions.
- 4 | A **Privacy and Security Notice** window opens to explain the conditions you must agree to before you enter FAITAS 2.0. If you choose to agree to the conditions outlined in the **Privacy and Security Notice** window, click the **I Agree** button.

The FAITAS 2.0 homepage opens. **A Notice to First Time Users** emphasizes that this website is for the use of federal departments/agencies/bureau employees only and directs other users to their respective websites. At this point first time users will be directed to set up their **Account** and **Employee Profile**.

SET UP YOUR ACCOUNT AND PROFILE

The first time you use FAITAS 2.0, you must complete the Account form and the Employee Profile form.

- 1 | Click **Account** under the **My Status** tab to update your email address. All email addresses must be end in either .gov or .mil.

NOTE: Certain commercial email domains are allowed; however, these must be approved by the Federal Acquisition Institute (FAI).

All passwords must be between 8-12 characters long, and include at least one upper-case letter, one lower-case letter, one number, and one symbol.

- 2 | Select and respond to three security questions from a suggested drop-down list.
- 3 | Click **Update** to continue or **Cancel** to return to your dashboard.

The **Employee Profile form** opens automatically when you log in.

- 5 | Fill in all required information.
- 6 | Click **Update Profile** to save your changes. **Cancel** returns you to your dashboard.
- 7 | You may review and update your profile as often and whenever needed by selecting **Create/Update Profile** from the **My Status** tab.

WAYS TO SEARCH FOR TRAINING

There are several ways to search for training in FAITAS 2.0. Hover your mouse over the **Manage Career** tab.

Standard Search

- 1 | From the **Course Search** window, select a course type, either **Resident and Web Offerings** or **Continuous Learning Modules**.
- 2 | Click the radio button next to **Order by Course Title** or **Order by Course Number**.
- 3 | Click the **Search** button.
- 4 | Choose your course from the drop-down list that opens.

Keyword Search

- 1 | From the Course Search window, choose either **Key Word Search for Resident and Web Offerings** or **Key Word Search for Continuous Learning Modules**.
- 2 | Enter a keyword.
- 3 | A drop-down list will show various course titles.
- 4 | Select your course from this list.
- 5 | Click the **Search** button.
- 6 | For Resident courses, the **Locations for [Course Title]** window opens.
- 7 | For Continuous Learning Module or Web Offering courses, the **Create New Training Request for [Course Title]** window opens.